

# Interagency Buying Team Guide

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## Table of Contents

I.	INTRODUCTION .....	3
II.	ORGANIZATION, QUALIFICATIONS AND TRAINING.....	3
	A. Organization.....	3
	B. Qualifications and Training .....	4
III.	MOBILIZATION AND DEMOBILIZATION .....	5
IV.	BUYING TEAM KIT .....	5
	A. Equipment (Leader’s Responsibility) .....	5
	B. Internet/Intranet Website References.....	6
	C. Suggested Set-up Supplies .....	7
	D. Forms .....	7
V.	RESPONSIBILITIES .....	8
	A. Buying Team Leader (BUYL) .....	8
	B. Deputy Buying Team Leader (BUYL).....	10
	C. Buying Team Members (BUYMs) .....	10
VI.	OPERATING PROCEDURES .....	11
	A. General Roles of the Buying Team.....	11
	B. Resource Orders.....	11
	C. National Buying Team Filing System.....	12
	D. National Buying Team Spreadsheet.....	13
	E. Commercial Agreements .....	14
	F. Emergency Equipment Rental Agreements (EERAs) .....	14
	G. Purchase Cards/Checks .....	16
	H. Restaurants and Lodging Acquisitions .....	16
	I. Potential Ordering Problems.....	17
	J. GSA Stock .....	19
	K. Transportation and Waybills for Supplies .....	19
	L. Disposition of Property .....	20
	M. Agency Provided Commissary .....	20
	N. Close-out Concerns and Tasks.....	21
VII.	EXHIBITS .....	23

## I. INTRODUCTION

This National Interagency Buying Team (BT) Guide contains standard operating procedures and forms recommended for use by BTs. This Guide contains supplemental material to the:

NWCG Standards for Interagency Incident Business Management (SIIBM), NWCG Handbook 2, National Interagency Mobilization Guide, Agency Acquisition Handbooks and Guides. (e.g., agency purchase card procedures).

If contradictions occur, the SIIBM, the Mobilization Guide, or agency policy take precedence. Buying teams should be thoroughly familiar with all chapters of the SIIBM.

## II. ORGANIZATION, QUALIFICATIONS AND TRAINING

### A. Organization

Buying team qualifications and composition are addressed in the following documents:

Responsibilities: NWCG Standards for Interagency Incident Business Management, Chapter 20.

Coordination: NWCG Standards for Interagency Incident Business Management, Chapter 40.

Qualifications: National Interagency Mobilization Guide, Chapter 20.

Buying teams support incident acquisition through coordination with the incident agency administrative staff. They procure a wide range of services and supplies, as well as rent land and equipment.

Each National Interagency Buying Team includes seven people consisting of a leader and six team members. One of the six members may be assigned as an assistant or deputy leader. Two members shall have delegation of procurement authority, i.e. warrant. In addition to the seven-member team, personnel from the incident agency or alternate buying team members may be added, as needed, to supplement the primary team.

Geographic areas may have additional buying teams for use within the area. Geographic area teams may differ in team composition from the approved National Interagency Buying Team composition. The Geographic Buying Teams can range in personnel from three to five members, one member shall have delegation procurement authority, i.e. warrant. Each geographic area shall train and provide a minimum of one Buying Team that is made available for national dispatch (see National Interagency Mobilization Guide, NFES 2092). Buying teams are ordered by the incident agency host unit and report to the Agency Administrator or other designated personnel such as an Incident Business Advisor. Buying teams work with the local administrative staff to support the incident acquisition effort.

Buying teams should **not** be utilized as “defacto” payment teams. Incident agencies should order an Administrative Payment Team if the incident situation warrants.

## **B. Qualifications and Training**

Training requirements are in the Federal Wildland Fire Qualifications Supplement located at <https://www.nwcg.gov/?q=publications/310-1>.

Six qualified buying team members will be a combination of those with and without a government purchase card and contracting officers with their applicable agency training.

The following training requirements are mandatory for all buying team members, including alternates:

### **1. Buying Team Leaders (BUYL):**

- a. Required Training.
  - i. National Incident Management System, An Introduction (IS-700)
  - ii. National Response Plan, An Introduction (IS-800)
  - iii. Interagency Incident Business Management (S-260)
  - iv. Introduction to Incident Command System (I-100)
  
- b. Recommended Supplemental Training
  - i. National Interagency Buying Team Workshop, on-the-job procurement training, and micro-purchase authority and maintenance of that authority, and recommended by a Geographic Area Buying Team Coordinator, in addition to:
    - Basic Incident Command System (I-200)
    - Dispatch Recorder (D-110)
  - ii. Applied Interagency Incident Business Management (S-261)
  - iii. Incident Procurement Training (NTC 1500-60)
  - iv. Geographic Area Buying Team Workshops
  - v. Geographic Area Incident Finance Meetings
  - vi. Purchase Card and Convenience Check training
  
- c. Annual Review Training Requirements
  - i. Review NWCG Standards for Interagency Incident Business Management, Chapters 20, 30, 40, and 60.
  - ii. Review Geographic Area Supplements, Chapters 20, 30, 40 and 60.
  
- d. Additional Recommended Training for Buying Team Leaders and Alternate Leaders
  - i. Finance/Administration Unit Leader (L-975)
  - ii. National Buying Team Leader Meeting or Incident Acquisition Workshop
  - iii. Geographic Area Incident Procurement/Buying Team Workshop

## **2. Buying Team Members (BUYM):**

- a. Required Training.
  - i. National Incident Management System, An Introduction (IS-700)
  - ii. National Response Plan, An Introduction (IS-800)
  - iii. Interagency Incident Business Management (S-260)
  - iv. Introduction to Incident Command System (I-100)
  
- b. Additional Training to Support Development
  - i. National Interagency Buying Team Workshop, on-the-job procurement training, and micro-purchase authority and maintenance of that authority, and recommended by a Geographic Area Buying Team Coordinator, in addition to:
  - ii. Basic Incident Command Systems (I-200)
  - iii. Dispatch Recorder (D-110)
  - iv. Applied Interagency Incident Business Management (S-261)
  - v. Incident Procurement Training (NTC 1500-60)
  - vi. Geographic Area Buying Team Workshops
  - vii. Geographic Area Incident Finance Meetings
  - viii. Purchase Card and Convenience Check training

## **III. MOBILIZATION AND DEMOBILIZATION**

Refer to the National Interagency Mobilization Guide, Chapters 10 and 20, for mobilization and demobilization guidelines. The general policy is that National Buying Teams from outside of the Geographic Area may be requested after Buying Teams within the area have been utilized. Local agencies are expected to support small incident needs using Geographic Area resources. Additional buying team members may be ordered as needed. Buying team members may be authorized a mid-size SUV rental vehicle for transporting supplies, materials, etc. purchased for the incident. Rental vehicles and fuel rented by buying team members should be paid using a travel card.

## **IV. BUYING TEAM KIT**

Each buying team should maintain a kit to utilize when dispatched to an incident. In addition, buying team members with warranted acquisition authority need to provide a copy of their warrant. Teams should carry or have electronic access to all of the items listed below:

### **A. Equipment (Leader's Responsibility)**

The Buying Team Leader should bring the following items to the incident or ensure access is available at the incident:

1. Laptop loaded with the spreadsheets and frequently used forms or URLs to reference.
2. Working area for 7–8 people.

3. Commercial Rental/Service Envelopes and Emergency Equipment Rental-Use Envelopes (OF-305).
4. Copier, scanner, and printer with toner and paper.
5. Computer access to local networks.
6. Phones: landlines or cell phones.
7. Service and Supply Plan and/or Incident Business Operating Guide (IBOG).

## **B. Internet/Intranet Website References**

The following websites are provided for reference:

1. NWCG Standards for Interagency Incident Business Management, PMS 902, April 2018, <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>
2. National Interagency Mobilization Guide, NFES 2092, <https://www.nifc.gov/nicc/mobguide/index.html>
3. NWCG National Fire Equipment System Catalog, Part II, Publications, PMS 449.2 <https://www.nwcg.gov/sites/default/files/publications/pms449-2.pdf>
4. Electronic version of this guide is available at: <https://www.nwcg.gov/publications/315> or <http://fsweb.wo.fs.fed.us/aqm2/wo/index.php>
5. Forest Service Acquisition Management Incident Procurement Intranet homepage: <http://fsweb.wo.fs.fed.us/aqm2/wo/index.php> (click on Incident Procurement, click on Buying Teams)
6. **NWCG Internet homepage:** <https://www.nwcg.gov/committees/incident-business-committee>.
7. Forest Service Fire & Aviation Internet homepage: <http://www.fs.fed.us/fire> (click on Links and then Click on Coordination Centers)
8. NIFC and related Governmental Agency Links (BLM, BIA, FWS, NPS, NWS): <https://www.nifc.gov/>
9. FS Incident Business Practices website: <https://www.fs.fed.us/managing-land/fire/ibp>
10. National Response Plan: [https://www.dhs.gov/xlibrary/assets/NRP\\_Brochure.pdf](https://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf)
11. DOI Casual Payment Center (forms): [https://www.nifc.gov/programs/cpc\\_forms.html](https://www.nifc.gov/programs/cpc_forms.html)
12. ASC Incident Payment Center Email: [asc\\_eera@fs.fed.us](mailto:asc_eera@fs.fed.us)

### C. Suggested Set-up Supplies

Although it is up to the discretion of the Buying Team Leader to determine supply needs, the following is a consolidated list of recommended supplies:

Buying team members should bring enough supplies to be able to start work immediately upon arrival. Each member should bring office supplies that they need or prefer to do the work required of them.

Incident specific supplies such as the file box and three-ring binder may be purchased at the incident or issued from host units supply.

Staplers and staples	Staple removers
Scissors	Highlighter (multiple colors)
Post-It® Notes	Hole puncher (large hole style)
2-3” three-ring binders (for logs and resource orders)	Plastic hanging files (at least one for supplies, one for equipment)
Wire or Plastic file folder racks	In/Out boxes or filing trays
Pens (multiple colors)	Paper clips and clamps
Label maker	Duct tape
Scotch tape	Masking tape
Packing/strapping tape	Multi-plug extension cords
Power strips	Cleaning wipes
Multi-plug extension cords	Flip chart paper
Paper Clips/ binder clips	Gaffers tape
Manila Envelopes	Printer
Markers	Paper
Toner	White-out or correction tape
High volume copier	Envelopes (legal and 8”x12”)
Garbage can and bags	Host agency operating guidelines
External jump drives	
Plastic file box	

### D. Forms

See Exhibits in this Guide and the NWCG Standards for Interagency Incident Business Management for sample forms. The forms and spreadsheets listed below should be available to buying teams in electronic format. Note: An electronic version of this guide including exhibits can be found on the NWCG Internet site and Forest Service AQM Intranet site under Incident Procurement.

- OF-286      Emergency Equipment Use Invoice (NFES 0863)
- OF-288      Incident Time Report (NFES 0866)
- OF-294      Emergency Equipment Rental Agreement (NFES 0862)
- OF-297      Emergency Equipment Shift Ticket (NFES 0872)
- OF-304      Emergency Equipment Fuel and Oil Issue (NFES 0420)
- OF-305      Emergency Equipment Rental-Use Envelope (NFES 0422)
- FS-6300-51    Purchase Card Order Form (Forest Service Only)

Form1510-65	Purchase Card Order Form (BLM Only) DOI Purchase Card Form Equivalent
ICS-214	Unit Log Form (NFES 1337)
ICS-226	Individual Performance Rating (Leaders only) (NFES 2074)
AD-107	Report of Transfer or other Disposition or Construction of Property
AD-112	Report of Unserviceable, Lost or Damaged Property
DI-105	Receipt of Property Buying Team Incident Waybill (NFES 002114) Commercial Rental/ Service Envelope (NFES 002113) Commercial Agreement Template Sample AD Hire Forms (check with local unit on specifics)
ICS-213	General Message Form (NFES 1336) Land Use Agreement Template and Guide Transition Template (see exhibit 12) Chainsaw Parts Order Form (see exhibit 7)

## V. RESPONSIBILITIES

The Buying Team works with the local administrative staff to support the incident acquisition effort. Therefore, buying teams should be sensitive to and strive to operate within local policies and procedures. Administrative staff, as used throughout this Guide, means the incident agency Administrative Representative or equivalent.

The responsibilities of each buying team member are outlined below. It is essential to establish good communications with all parties involved in supporting incident acquisition activities. All buying team members share responsibility in the communication effort. The Wildland Fire Incident Management Field Guide, NFES 002943, provides information on the roles and responsibilities of other incident personnel.

### A. Buying Team Leader (BUYL)

The BUYL coordinates with incident agency personnel and the Incident Management Team (IMT), ensures goods and services are purchased in accordance with incident agency policy, report the purchase of accountable property to the incident agency, and maintains proper documentation. Specifically, the BUYL:

1. Contacts the host agency contact immediately upon receiving the resource order to collect the following information:
  - a. Delegation of Authority (to include leader and team members)
  - b. The size and location of incident
  - c. The size and location of the space available for the Buying Team's use
  - d. The equipment currently available to the Buying Team
  - e. If a vehicle has been assigned for Buying Team use
  - f. Other special problems or concerns (Refer to Exhibit #2, Request for Buying Team information)
  - g. Incident priorities

- h. Verify if a government computer, rental vehicle, and cell phone are authorized on the Resource Order
2. Sets up the following logistical items immediately upon arriving at the incident:
  - a. Runner/ground support availability for the Buying Team
  - b. Phones and phone lines
  - c. Copier, scanner, and fax machine
3. Establishes lines of communication and coordinates Buying Team responsibilities with other incident functions (administrative representative, dispatch, Finance Section, Logistics Section, and all acquisition personnel involved in incident acquisition activities). If needed, provide briefings on buying team roles and responsibilities to all concerned parties.
4. Reviews and implements the administrative unit's and geographic area's acquisition policies, operating guidelines, service and supply plan, and briefs team members accordingly.
5. Ensures all orders placed are legal and consistent with agency policies. Consults with the Incident Business Advisor (INBA) or Agency Administrator when needed.
6. Establishes operational periods for the team; notifies dispatch and/or the expanded dispatch, incident base, and administrative staff, and/or any other established incident unit.
7. Ensures all documentation is in accordance with buying team operating procedures and agency procedures and policies. This includes logs, buying team spreadsheet, filing systems and delegations of authority. Inquire whether duplicate copies of documentation will be required for multi-jurisdictional incidents.
8. Monitors organizational needs and adjusts staffing of personnel as needed. Coordinates mobilization and demobilization of staff with incident agency administrative representative as well as with dispatch and/or expanded dispatch. Provide training opportunities to host agency staff members if requested.
9. Cooperatively establishes how orders for supplies and equipment will be handled with the incident agency, IMT, and the dispatch organization. Coordinate with the Ordering Manager and the local dispatch office on how the Buying Team will receive orders. Ensures orders are coming to the Buying Team in a timely manner. Wherever feasible, obtain agreement between administrative representative, incident, and the expanded dispatch personnel for orders to be sent directly to the Buying Team from incident base, and establish a direct line of communications with the incident for resource order information exchange.
10. Coordinates timely delivery of supplies to the incident and schedules equipment inspections with the Ground Support Unit.

11. Document and record the purchase of property.
12. Provides daily cost information to designated personnel in the Finance Section.
13. Provides Finance Section with copies of agreements issued by the Buying Team for cost tracking and administration.
14. Coordinates with the Finance Section to determine who will be tracking equipment.
15. Prepares the transition report noting close-out concerns.
16. Upon return to the home unit, provides status and availability of the Buying Team to the Geographic Area Coordinating Center (GACC) and the GACC will report the information up to National Interagency Coordination Center (NICC).
17. Approves Incident Time Reports (OF-288) for all buying team members and other personnel assigned to the Buying Team.

**B. Deputy Buying Team Leader (BUYL)**

1. Assumes the duties of the Buying Team Leader in his/her absence.
2. Performs operational acquisition duties. If the deputy has a higher warrant he/she may complete the more complex acquisitions.

**C. Buying Team Members (BUYM)**

1. Change the default accounting code (job code) in the appropriate purchase card system to the incident accounting code (job code) when dispatched to an incident. Employees should follow their agency specific guidelines.
2. Place orders and process all related paperwork, including completing waybills and maintaining logs.
3. Audit orders, waybills, and vendor's invoices.
4. Confirm verbally placed purchase orders in writing and in a timely fashion.
5. Keep the BUYL informed of day-to-day actions, including resource order status and any problems.
6. Prepare necessary documents for property, commissary purchases, and acquisition instruments, including Emergency Equipment Rental Agreements (EERAs).
7. Relay the estimated time of departure (ETD) and estimated time of arrival (ETA) for shipments to dispatch and/or expanded dispatch or incident base, whichever is applicable.

8. Document receipts with the resource order number and incident name. File documentation appropriately.
9. Complete and file paperwork on a daily basis.
10. Buying team members responsible for managing the spread sheet should follow the process outlined in section VI.D.

## **VI. OPERATING PROCEDURES**

### **A. General Roles of the Buying Team**

1. Establish and maintain good working relationships and lines of communication.
2. Transition with the incident agency upon arrival. This includes obtaining the status of all resource orders completed and outstanding to date, as well as initiating procedures for the handling of new acquisitions by the Buying Team.
3. Fill resource orders for services, supplies, and equipment in a timely manner. Reviews resource orders for completeness.
4. Check with the vendor on estimated times of departure and estimated times of arrival for pending orders.
5. Comply with regulations and requirements pertaining to property, which includes obtaining approval when necessary.
6. Provide host unit with new sources and other information.
7. Elevate any questionable orders to the incident agency administrative staff or Incident Business Advisor (INBA).
8. Maintain the Buying Team spreadsheet and transmits daily to stakeholders. The spreadsheet template and instructions are located on the Incident Procurement website.

### **B. Resource Orders**

1. Review resource orders for completeness of information, descriptions, quantity, etc. Obtain clarification for items as needed.
2. Complete all pertinent blocks on the resource order form.
  - a. To/From: Buying Team member initials or name
  - b. Resource Assigned: Vendor Name, Contact name and phone number for services; payment method (if check, include number) additional information should be included here or on the back of the resource order (i.e., ETA of item being shipped).

- c. ETD/ETA: Purchase date
  - d. Released column: record release information for equipment or services.
3. Set up binders to hold resource orders using a separate binder for each incident. Depending on the size of the incident separate binders may be needed for equipment and supplies. If general messages are provided with resource orders they will be filed immediately behind the applicable resource order number and stapled to the order.
  4. Set up status in boxes (or folders) for orders, such as “New Orders”, “Pending Further Information”, “Transportation”, “In Transit”, “To Be Posted”, “Standing Orders”, and “Completed”. The scale and complexity of the incident will indicate the number of in boxes needed to maintain clear processes. File completed documentation in the appropriate vendor file folder.

### **C. National Buying Team Filing System**

1. Establish an official file system by vendor name for each incident. Successor Buying Teams will use the same file boxes and system as previous Buying Team. These files remain with the incident host agency.
  - a. Boxes should be clear and labeled on both ends with the following information:
    - i. Incident/ Project Name
    - ii. Incident/ Project Number
    - iii. Financial Code
    - iv. Number of Boxes (i.e. 1 of 2 if applicable)
    - v. Buying Team Doc Box
    - vi. Month and 4 digit year (i.e. May 2019)
  - b. Establish separate color hanging folders (such as red) for pending section and place in the front of the file box for each vendor for rentals that are currently on the incident and have not been paid. (All of these will also have a white envelope with the Finance Section at the incident base camp). Examples: rentals, utilities and on-going services. Once final payment is made for these vendors the pending folder will be removed and the documentation for that paid vendor will be moved to the completed documentation in alphabetical order vendor files.
  - c. File completed documentation in alphabetical order by vendor name in file boxes with hanging file folder for each vendor. Make plastic label to attach to the hanging file folder with the vendor name. For example the vendor “The Hiking Shack” would be filed under “Hiking Shack.” For vendors with multiple locations all documents will be filed within the same folder i.e. “Walmart.” Include all documents to support each transaction in the following order:
    - i. Completed waybill (Exhibit 4)
    - ii. Copy of receipt/invoice
    - iii. Any other supporting documentation (emails, commercial agreement, etc.)

- iv. Copy of resource order
- d. Establish separate folders for each of the following behind the vendor files:
- i. Property items: Discuss with the host agency staff what will need to be tracked and the items that will need a property form. Documentation will include the AD-107 or DI-105 and resource order. Use the resource order number and incident name as the tracking number on the AD-107 or DI-105. At transition or closeout a spreadsheet printout of the tracked property shall be included. Refer purchases of accountable property to the local unit procurement staff for acquisition.
  - ii. Buying team documentation: include copies of Buying Team member's warrants and incident timesheets.
  - iii. Emergency Equipment Rental Agreements (EERA); include the original signed copy of all EERAs. These documents should be forwarded to the finance section for payment processing. Include a log with the contract numbers.
  - iv. Land Use Agreements (LUA); include all original signed copies of all LUAs. Include a log with the contract numbers.
  - v. Utilities by vendor name, i.e. phone lines, electrical, etc.
2. On a FEMA incident, the following property documentation instructions apply:
- a. Expendable Property <\$1K, separate identification **not** required.
  - b. Non-expendable property or Sensitive items =>\$1K, separate identification is required to include description of item, vendor name, unit cost.
  - c. Verification of Disposition for items listed in (b.), Property Disposition Form must be included to verify:
    - i. If Other Federal Agency (OFA) is seeking full reimbursement from FEMA for purchases, the property must be in FEMA's possession.
    - ii. If OFA keeps any of the property purchased, the invoice must reflect a reduction for those items maintained by the OFA.
    - iii. If property is donated to an OFA or other third party, verification of such an agreement must be provided in writing and submitted to FEMA with invoice.

#### **D. National Buying Team Spreadsheet**

1. Spread sheet entries should be made upon a complete package being submitted ensuring the good have been received by the incident.
2. Complete all fields and Tabs with accurate information
3. Daily send spread sheet to dispatch, cost unit leader, and INBA. Coordinate with the incident management team or unit for the submission times.

4. DO NOT change, alter, or add to the spread sheet format.
5. Upon completion of the assignment electronically transfer the spread sheet to incoming team or host unit.
6. Capture only the resource order numbers that the buying team is responsible to fill. Cache orders, placed directly with the cache, do not need to be captured on the spread sheet.

#### **E. Commercial Agreements**

1. Commercial agreements are utilized for the acquisition of commercially ready resources. Examples include rental of dumpsters, light towers, utilities, tire repair services, etc.
2. The use of incident-only Blanket Purchase Agreements (BPA) are no longer a viable procurement option. Current practice is to utilize commercial agreements.
3. If the vendor provides a commercial agreement, the resource order number must be noted on the vendor's agreement.
4. If the vendor is unable to provide a commercial agreement, Exhibit 2 is an example of the suggested format for a commercial agreement.
5. Establish a file for commercial agreements executed by the Buying Team. Forward copies of the executed agreement to the Finance Section via the NFES 002113 Commercial Rental/Service Envelope (also referred to as the "white" envelope). See Exhibit 5 for an example of a Commercial Envelope.
6. Each Commercial Rental/Service Envelope shall contain:
  - a. Copy of the executed commercial agreement
  - b. Resource Order
  - c. Shift ticket(s)
  - d. Signed delivery tickets or other documentation pertaining to the order
7. Refer to Exhibit 2 for a completed example of the Commercial Rental/Service Envelope use instructions.

#### **F. Emergency Equipment Rental Agreements (EERAs)**

1. For equipment awarded using competed EERAs or preseason incident BPAs (IBPA) through VIPR or the competitive solicitation process, the ordering protocol shall be followed.
2. When the equipment under preseason IBPA (VIPR) agreements is exhausted, a new acquisition instrument should be prepared and signed by the appropriate warranted

buying team member for the length of the incident. A resource order must be received before an EERA can be awarded. All equipment rates will conform to the established equipment rental rates for the geographic area (90% rate - [https://www.fs.fed.us/business/incident/viprreports.php?tab=tab\\_d#ninety](https://www.fs.fed.us/business/incident/viprreports.php?tab=tab_d#ninety)) or if established rates do not exist, reasonably priced rates will be negotiated using the available established rates as a Government Estimate. Fire chasing should not be rewarded. Contact the Incident Business Advisor (INBA) or Agency Administrator (AA) to resolve the fire chasing issues.

3. The “Procurement Agency: Name and Address” on the Emergency Equipment Rental Agreement (OF294) shall be the agency designated at the payment agency for the fire. If clarification is needed, verify with the agency Incident Business Advisor. The agreement number shall also come from the payment agency of the fire.
4. If Contractors are issued an EERA at the Incident, they should be advised as to the designated point of hire and reminded that the EERA utilization is outlined in SIIBM Chapter 20 Incident Only EERA and LUA Administrative Changes.
5. Buying Team role is to advise the contractors of the following EERA expectations:
  - a. Incident may request the Contractor to provide replacement personnel to meet work rest guidelines. Replacement personnel must arrive at the incident fully rested. The Government should not pay transportation cost for replacement personnel.
  - b. Follow length of assignment guidelines as stated in NWCG Standards for Interagency Incident Business Management.
  - c. With the Government’s agreement, the contractor may choose to have their personnel remain at the incident base camp and not be placed on shift to allow proper rest. The time is not compensable when the Contractor is off shift in compliance with the length of assignment provisions.
6. The Incident Management Team has the sole responsibility to maintain accurate accounting records while ensuring that EERA vendor’s invoices do not exceed the “simplified acquisition threshold” pursuant to EERA terms and conditions.
7. All equipment shall have a pre-use inspection completed by a qualified inspector. A copy of the EERA payment package should be given to the Contractor and another copy should be sent to the Incident Finance Section. The Buying Team shall maintain an EERA log. The data captured within the buying team spread sheet meets this requirement.
8. Maintain a log of all EERA numbers, in numerical order. A block of EERA numbers for use by the Buying Team should be obtained from the local unit. The national format for the host agency should be used.
9. The EERA payment package is contained in an Emergency Equipment Use Envelope (OF-305) and shall include:

- a. Copy of the EERA and applicable contract clauses
- b. Copy of the resource order
- c. Pre-use inspection report
- d. Any local required documentation

### **G. Purchase Cards/Checks**

1. Record the resource order number and incident name on each purchase card receipt.
2. Maintain copies of purchase card receipts and/or copies of checks in the vendor files.
3. Reconcile purchase card transactions in the electronic access system for purchase cards while on the incident, if possible; otherwise, as soon as cardholder returns home. Reference resource order numbers in electronic access system for purchase cards. Cardholders may continue to charge their work time to the incident when reconciling incident transactions after returning to their home unit. Cardholders should be aware that dispute rights with the bank for contesting charges are time sensitive. Follow your agency policy for disputing charges.
4. Report transactions over the micro purchase threshold in FPDS-NG.
5. Capture the 1099 information when issuing convenience checks. (FS - have vendors fill out the W-9 form).

### **H. Restaurants and Lodging Acquisitions**

1. Check with the administrative staff and local procurement personnel to determine if an acquisition process is established for meals and lodging. If none is established, initiate a process approved by the local unit.
2. Review the established acquisition instruments with meal and lodging vendors to ensure authorization and payment procedures are included. Confirm how the payment will be made.
3. Ensure that persons incurring expenses are authorized and are clearly identified on the bills. Some helpful hints previously relied on by teams include:
  - a. Using a special detailed form which authorizes meals or lodging and includes individual names, crew names, resource order number, etc. (see the Incident Procurement website for a sample form).
  - b. Use Lodging Log Sheets or a spreadsheet to track lodging requirements. Designate one team member to make all lodging reservations and/or place all the meal orders. Ensure that the vendor accepts reservations/orders only from the designated person.
  - c. At a minimum, an identifiable resource order number and individual name should be provided for every charge. Obtain crew manifests to help facilitate identification of firefighters.

- d. Keep lodging documentation from the beginning as it may be difficult to obtain once an individual checks out. Coordinate with the lodging staff to thoroughly document expenses incurred under the acquisition instruments. The lodging invoice should contain the guest's name, hotel address and phone number, check-in and check-out dates, and total amount due. Amounts in excess of the agreed-upon room rate, such as for phone calls, movies, room service or tips must be paid directly to the vendor by the employee.
- e. Frequently monitor and pay under the acquisition instrument to resolve unauthorized charges and issues immediately.
- f. Work with the Logistics Section and Food Unit Leader to confirm that meals and lodging are only provided for resources who are NOT self-sufficient. AD paperwork must be correctly completed by the home hiring unit to ensure the payment is only made for resources who are not self-sufficient.

## I. Potential Ordering Problems

The following list describes some potential ordering problems and may need Incident Business Advisor (INBA) approval:

1. **Tires, Batteries, and Vehicle/Equipment Parts.** The resource order should show: type of vehicle, ownership, model, size, etc. If items are being ordered for a contractor, the Buying Team should send a copy of the invoices showing the contractor's name, acquisition instrument number, resource order number, and request number to the Finance Section for deduction from the contractor's payment. For WCF vehicles, the incident will only pay for documented damage or destruction resulting from equipment use on the incident. Consult with the ground support unit and Incident Business Advisor prior to charging the incident.
2. **Rental Vehicles Rented on the Travel Card.** An individual, who has problems with their rental vehicles (e.g. tires, battery, etc.), should contact the rental car vendor to try to resolve the problem first. If a payment needs to be made, it should be charged to the individual's travel card.
3. **Questionable or Unusual Quantities or Types of Items.** Consult with the administrative staff or INBA.
4. **Property.** See the NWCG Standards for Interagency Incident Business Management, Chapter 30, Property, for guidance. Completed property transfer documents (AD107 or DI105 and receipt) should be provided to the property officer and a copy should be filed in the vendor files. Refer purchases of durable property to the local unit procurement staff for acquisition. Discuss with the unit staff items that need to be tracked and those that need a property form. Maintain a property list for tracking all equipment and property via the spreadsheet. Also see the subparagraph "9" below regarding **Cache Items**. Any property/sensitive equipment purchased at incidents must be accounted for and returned to the host agency, caches, or disposed of properly at the end of the incident.

5. **Cell and Satellite Phones.** Reference FSM 6640 for cell phones and tracphones (for Forest Service). Check on Verizon Crisis Response Line (24/7) 800-981-9558, option 1 for devices, option 2 for network requests.  
AT&T Emergency Fire Phone Ordering only, April Celis (866) 553-5571  
email: [ac5273@att.com](mailto:ac5273@att.com).

Before purchasing telecommunications equipment for incident use, gain approval from the local agency official responsible for the incident.

6. **Computers.** Reference geographic area procedures for available sources. If no sources are available or identified potential sources are: Hartford Technology's (GS-35F-0492V) (240) 418-4455 & SmartSource (450) 588-2411.
7. **Lease vs. Buy.** Items (e.g. computers, cables, printers, power strips, UTV helmets, etc.) may be leased through available agreements. For other options, check with the host agency. Price and length of rental should be considered when determining to lease or buy. For additional information, reference FAR Part 7, Subpart 7.401.
8. **Medical Supplies.** The Buying Team should coordinate with the Medical Unit Leader to explain time constraints when ordering from medical supply vendors and to discuss procedures for obtaining prescriptions. If a prescription is not incident related, a copy of the invoice showing the employee's name is sent to the Finance Section for deduction from the employee's pay. Consult with the host agency Incident Business Advisor for local restrictions or limitations on the purchase of medical supplies.
9. **Cache Items.** The Buying Team should attempt to purchase items matching cache specifications as closely as possible. This will enable their return to the cache system after the incident.
10. **Baggage Fees.** Coordinate with the demobilization personnel to obtain a crew manifest with flight itineraries to enable payments to be made online. If unable to obtain itineraries buying team member may be required to meet crews at airport to pay for baggage fees in person. Baggage fees should only be paid by the Buying Team for resources who are not self-sufficient.
11. **Chain Saw Parts.** Use Exhibit 7 "Chainsaw Order Form for Buying Teams". This will help to obtain the necessary information to procure the correct parts and will serve as additional documentation. The form should be distributed to the Ordering Manager for use when ordering chain saw parts. This will alleviate some of the issues related to procuring the wrong parts due to the lack of information and will help facilitate a more timely delivery.
12. **New Process for UTVs.** Check with the Agency Administrator and/or the Interagency Incident Business Advisor (INBA) regarding the policy of the geographic area. Geographic areas may have different policies regarding the use of UTVs.
13. **Open Orders:** If quantities vary, it is not considered a standing order.

14. **Miscellaneous Charges:** Additional charges (e.g. shipping/handling, taxes, credit card fees, etc.) should be included for each resource order number on the waybill and spreadsheet to reflect the aggregate total of the item and not captured as a separate line item.
15. **Maps.** Consult the administrative staff for source information.
16. **Newspapers.** The Government cannot purchase newspapers for personal use, however, they may be purchased for the Information Officer's display and information sharing. Refer to the local unit's Operating Guidelines before purchasing.

## **J. GSA Stock**

GSA stock may be accessed on the following websites:

1. **GSA Global Link:**  
[https://www.gsaglobalsupply.gsa.gov/advgsa/main\\_pages/start\\_page.jsp?store=FSS](https://www.gsaglobalsupply.gsa.gov/advgsa/main_pages/start_page.jsp?store=FSS)
2. **GSA Advantage Link:** [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
3. **USDA Advantage Link:**  
[https://usdaadvantage.gsa.gov/advgsa/advantage/main/start\\_page.do?store=USDA](https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA)

## **K. Transportation and Waybills for Supplies**

The following responsibilities and processes address the transportation of supplies and the use of waybills:

1. **Buying Team Responsibilities.**
  - a. A Buying Team member gives the incident waybill to the runner.
  - b. The runner picks up supplies from the vendor; sometimes the buying team members picks up the supplies, and checks quantities shown on the waybill against quantities actually received. Changes should not be made to waybills without Buying Team approval.
  - c. The runner signs the vendor's receipt(s) upon picking up supplies.
  - d. The runner returns the receipt(s) and waybill to the Buying Team.
  - e. A Buying Team member checks the waybill against the receipt, resolves any discrepancies, and notes the serial numbers if applicable. The Buying Team retains a copy of the waybill and the original receipt(s).
  - f. The runner gives the supplies and waybill to transportation (if applicable) for loading and transport to the incident.

- g. The Buying Team relays estimated time of arrival to dispatch and/or expanded dispatch for filled resource orders.
- h. Any purchased, borrowed or leased equipment that is taken to the Incident (e.g., copy machines, FAX machines, cameras, tables, chairs, etc.) will need property tracking forms completed. This includes accountable property and local commonly tracked items such as cameras, radios, chainsaws, and generators. The Buying Team ensures property is marked in accordance with incident Agency policies.

## **2. Transportation and Receiving and Distribution (R & D) Responsibilities.**

- a. Transportation signs the waybill, records the date and time received on the waybill, and retains a copy.
- b. The runner gives the equipment, rental use envelope (with all forms required listed on the envelope), waybill and property transfer form to Transportation for delivery to the incident.
- c. Upon arrival at the incident, Receiving and Distribution (R&D) should check the quantities and sign the waybill. Any discrepancies should be noted and reported to Transportation and the Buying Team immediately.
- d. The original signed waybill is returned to the Buying Team.

## **3. Logistics Responsibilities.**

- a. The incident Logistics Section should coordinate return of the property with the Buying Team.

## **L. Disposition of Property**

The disposition of property differs among agencies. Caution needs to be taken to ensure disposition is done according to the incident agency's procedures.

The Federal Management Regulation (FMR) state perishable items (shelf life of less than 6 months) can only be donated to nonprofit organizations or tax supported agencies (Job Corps, Red Cross, public schools, VA hospitals, etc.). Non-perishable items can be retained in local agency fire caches or disposed of through local agency property procedures.

## **M. Agency Provided Commissary**

If Agency commissary services are provided:

1. The Buying Team prepares a separate waybill for commissary items.
2. Copies of invoices are attached to the waybill and sent to the Finance Section Chief.

3. The Buying Team ensures the transportation unit delivers commissary items to the Commissary Manager or the Finance Section Chief. Items should not be delivered to the Supply Unit.
4. The time of delivery should be coordinated with the Commissary Manager or the Finance Section Chief. The waybill should be signed by the Commissary Manager or the Finance Section Chief and returned to the Buying Team.
5. Buying Team members should not use convenience checks to purchase commissary items.
6. The Commissary Manager or Finance Section Chief should coordinate return of unused inventory with the Buying Team.
7. After the unused inventory is reconciled, the Buying Team should arrange for return of items to the vendor for credit. If the vendor will not accept returns, the unused items should be transferred to the host agency.

#### **N. Close-out Concerns and Tasks**

The following items should be completed prior to the Buying Team being released:

1. As work decreases, consider shortening, changing, or merging shifts. Notify dispatch and/or expanded dispatch, the INBA, and the incident base of revised hours of operation.
2. Monitor pending resource requests and cancel outstanding requests as necessary.
3. Monitor the list of standing supply orders (e.g., newspapers). Coordinate cut-off dates with the incident base and notify vendors accordingly.
4. Monitor the list of continuing services. Negotiate cut-off dates and the remaining time services are needed with incident base. Contact vendors.
5. Ensure documentation is complete and copies of all transactions are included in agency file. Review binders containing the resource orders for completeness.
6. Document status of all incomplete requests and any issues that are unresolved at the time of close-out. Documentation should be completed on the resource orders in the binders and on the spreadsheet.
7. Include a copy of any supplemental policies relevant to the host jurisdictional agency.
8. Review and release remaining equipment that is no longer needed, such as Buying Team copiers and rental cars.
9. Review and complete all equipment rental folders for equipment managed by the Buying Team and forward to incident agency.

10. Settle claims, if appropriate, and inform the incident agency of potential or unsettled claims.
11. Ensure all property as defined by the local unit has been documented (leased, purchased, or borrowed). Document the status of all property on the Buying Team spreadsheet.
12. The BUYL will prepare a transition/close out document which should include input from the entire team, the status of continuing acquisitions, and identify areas where issues were encountered (e.g., transportation, personnel, etc.) in the reports. All outstanding orders shall be listed with S#, item description, vendor name, vendor POC and phone number, item costs, billing frequency, date of last payment and covered rental period, name of BUYM assigned to supply/service. See Exhibit 12 for transition template.
13. The transition file shall contain a copy of the entire spreadsheet and team member warrants. Include team rosters with addresses, phone numbers and last four digits of credit card numbers, pre-addressed envelopes for each team member, and a copy of the delegation of procurement authority (warrant) if applicable.
14. It is recommended that the BUYL participate in the close-out meetings with the incident teams and incident agencies.
15. Record special information needed for particular vendors. Record new sources of supply identified during incident.
16. Discuss Buying Team release arrangements with the administrative staff. Arrange transportation through dispatch for agreed time of release.
17. Obtain Buying Team evaluation from INBA or Agency Administrator before being released from incident.
18. Provide all records to the incident agency and brief incident agency personnel.
19. BUYL completes a written performance rating for all BUYMs.
20. Forward copies of the performance evaluations to the buying team coordinator in the geographic area where the buying team member works and the national buying team coordinator.
21. Team members notify your home unit dispatch that you have returned from the incident. Buying Team Leader shall notify the team's GACC that they have returned from the incident.

## VII. EXHIBITS

The following forms are attached as exhibits for information and use. The NWCG Standards for Interagency Incident Business Management contains exhibits and instructions on a number of additional forms. Forms that do not contain a formal form number have not been officially approved or recommended and are included for discretionary use only.

Exhibit 1	Delegation of Authority
Exhibit 2	Commercial Agreement Template
Exhibit 3	Buying Team Evaluation
Exhibit 4	Incident Waybill
Exhibit 5	Commercial Rental/ Service Envelope Instructions
Exhibit 6	EERA Contractor Checklist
Exhibit 7	Chainsaw Parts Order Form
Exhibit 8	Mechanic Work Invoice
Exhibit 9	Land Use Agreements Checklist and General Guidelines
Exhibit 10	Information Required for a Contract Claim
Exhibit 11	Determination and Findings
Exhibit 12	Transition Document/ Closeout Document
Exhibit 13	Method of Order Matrix
Exhibit 14	Buying Team Member Evaluation Form ICS 226
Exhibit 15	Meal Authorization Template

Additional Templates can be found at: <https://fsweb.wo.fs.fed.us/aqm3/pages/incident/?tab=policy>

Resources include:

- Meals Authorization Template
- ICS 214 form Activity Log
- Request for EERA or LUA Agreement
- FS-6300-0051 PC Order Form

# Exhibit 1

## Buying Team Delegation of Authority

Date:

To: \_\_\_\_\_, Buying Team Leader

From: \_\_\_\_\_, (Designee name and title)

Subject: Delegation of Authority, Buying Team

You are hereby delegated authority to procure for the \_\_\_\_\_ (Incident Name/Number), on behalf of the (Incident Agency). For this incident, your supervisor will be \_\_\_\_\_.

All procurements are to be done in accordance with the Federal Acquisition Regulations, NWCG Standards for Interagency Incident Business Management, NWCG Standards for Buying Teams, and the Geographic Area specific supplements, and local unit Incident Business Operating Guidelines.

The following are the Incident Agencies expectations of your team:

- Maintain a positive work environment.
- Maintain communications with the Incident Management Team (IMT), Expanded Dispatch, Incident Business Advisor (INBA), and transportation.
- Provide daily cost to the IMT and INBA.
- All purchases must have a valid resource order.
- Decision on whether to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors as discussed with the INBA.
- Coordinate with transportation to establish a schedule for delivery of items to the incident striving to accommodate date and time needed.
- Identify issues that need resolved and provide recommendations to correct the issue.
- Provide training opportunities to host agency staff members as requested.
- Coordinate with the INBA and IMT on orders received that are outside the normal scope of the NWCG SIIBM and Buying Teams.
- Questionable orders should be discussed with the INBA.
- Provide daily fill information to Expanded Dispatch
- Ensure your unit is working safely, maintains work rest guidelines and adheres to driving standards.
- Provide transition documents in accordance with the NWCG Standards for Buying Teams prior to release from the incident.
- Maintain documentation in accordance with the NWCG Standards for Buying Teams.

Upon completion of your assignment, you are to meet with the INBA and Administrative Officer for a closeout. Please be prepared to discuss what was accomplished, report total dollars expended by the team and any outstanding issues that may need to be finalized.

\_\_\_\_\_  
Name/ Title

Date: \_\_\_\_\_

## Exhibit 2

### Incident Only Commercial Agreement

INCIDENT NAME – INCIDENT #

Host Unit: Rogue River-Siskiyou National Forest  
Host Unit Address: 3040 Biddle Road, Grants Pass, OR 97527  
Host Unit Phone: 541-618-2026

Vendor Name: Lewis Power Equipment  
Vendor Address: 1307 Redwood Avenue, Medford, OR  
Vendor Phone: (541) 471-7827  
Vendor Email: [lewispower@qwestoffice.net](mailto:lewispower@qwestoffice.net)

1. DESCRIPTION OF AGREEMENT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
2. SERVICE RATES  
\$85/hour for labor  
Commercial pricing for parts
3. EXTENT OF OBLIGATION: The Government is obligated only to the extent of the authorized purchases by \_\_\_\_\_. This agreement shall not exceed \$\_\_\_\_\_.
4. BILLING AND PAYMENT PROCEDURES:  
The vendor shall provide a commercial invoice for \_\_\_\_\_.  
Invoices shall reference Resource Order number \_\_\_\_\_. Forward the invoices to [\(insert email\)](#). Invoices will be paid \_\_\_\_\_ by government credit card.
5. FEDERAL ACQUISITION REGULATIONS:  
The following Federal Acquisition Regulation (FAR) clauses and provisions are incorporated by reference (IBR) into this purchase agreement. Items IBR can be viewed in full text at <https://www.acquisition.gov/far/>.
  - FAR 52.212-4 Contract Terms and Conditions – Commercial Items (Jan 2017)
  - FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items (JAN 2018)

SIGNATURE \_\_\_\_\_  
Vendor Representative

\_\_\_\_\_  
DATE

SIGNATURE \_\_\_\_\_  
Government Representative  
(Name and Title)

\_\_\_\_\_  
DATE

## Exhibit 3

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# Interagency BUYING TEAM EVALUATION

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**Instruction:** The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. **Please be detailed.** The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator (see contact information on bottom of form) immediately upon return from assignment.

Incident Name/ Number: \_\_\_\_\_ Date on Incident: \_\_\_\_\_

Incident Agency: \_\_\_\_\_

Buying Team Name: \_\_\_\_\_

Evaluator Name, Position, Phone Number: \_\_\_\_\_

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### Evaluation Criteria

1. Describe the BUYT Leader's strengths and weaknesses. How effective were they at managing the BUYT?
2. How promptly was the Buying Team able to supply goods and services to meet incident needs? Please explain.
3. How was the Buying Team's ability to anticipate and respond to changing conditions? Please explain.
4. Describe how the BUYT coordinated, cooperated and communicated with outside entities (Incident Agency(s) IBA(s) Expanded Dispatch IMT(s), local community, local landowners etc.)
5. How complete was the BUYT's documentation & closeout package?
6. Did the team transition to (circle one): **Home Unit** or **Replacement BUYT**
7. How well did the team transition?
8. Did the BUYT adhere to the NWCG Standards for Interagency Incident Business Management, the geographic/local policies and procedures?

9. What are the areas this BUYT could improve upon? Please give detailed feedback.

10. What are the areas this BUYT was successful in? Please give detailed feedback.

This evaluation has been discussed by and between the Designated Agency Representative and the BUYT Leader.

Agency Representative Name	Signature	Date
Buying Team Leader Name	Signature	Date

**Forward copy of evaluation to Jamie Wade immediately upon return from assignment**  
jamie.wade@usda.gov \* 602-225-5256 (Office) \* 602-531-9611 (Cell) \* 602-225-5204 (Fax)



## Exhibit 5

### Commercial Rental/Service Envelope Instructions

COMMERCIAL RENTAL/SERVICE ENVELOPE				
PAID BY BUYING TEAM (COST CAPTURED ON BUYING TEAM SPREADSHEET)				
VENDOR:			PHONE NO: POC:	
INCIDENT NAME:			INCIDENT NO:	
RESOURCE ORDER NO.	DESCRIPTION	INCIDENT LOCATION	EST ARRIVAL DATE	DATE RELEASED
BUYER:		BUYING TEAM NAME:		
<small>RETURN THIS ENVELOPE TO THE BUYING TEAM WHEN EQUIPMENT IS RELEASED. Enclose all pertinent documents including:</small> <input type="checkbox"/> commercial rental agreement <input type="checkbox"/> resource order(s) <input type="checkbox"/> shift ticket(s) (    ) only one shift ticket required with beginning and ending date for rental period for each RO. (    ) shift ticket required for each day of rental <input type="checkbox"/> signed delivery tickets from vendor <input type="checkbox"/> other documentation pertaining to this order				
<small>NFES 002113</small>		<small>NWCG-IBC Test Form (1/2014)</small>		

The NFES 002113, Commercial Rental/Service Envelope (pictured to the left), is used on incidents by Buying Teams for the collection of documents that will be used to pay vendors for rentals and services obtained outside of national contracts or Preseason Incident Blanket Purchase Agreements (VIPR). When utilized by a Buying Team, the Commercial Rental/Service Envelope (also referred to as the “white” envelope):

- **is sent to the Finance section to manage.**
- **is returned to the Buying Team at time of equipment demobilization for payment processing.**

**Note:** DO NOT send the Commercial Rental/Service Envelope to the Albuquerque Service Center Incident Finance Unit. Contact your respective Buying Team with any questions.

When the Commercial Rental/Service Envelope is sent to camp:

- Camp personnel within Finance will receive and maintain the envelope.
- Envelope will contain a commercial rental agreement, resource order, shift ticket(s), signed delivery tickets and any documentation pertaining to the order.
  - Vendor and resource is listed on the front of the envelope.
  - Envelope cover will contain instructions on the number of shift ticket(s) required.
  - Finance will keep the envelope and place all related documents in the folder, such as waybills, invoices, shift tickets, etc.

Once equipment is ready for demobilization:

- Camp personnel will return the envelope to the Buying Team after equipment has been demobilized.
- Call vendor contact on the front of envelope to arrange pick up/delivery.
  - Return with all related documents obtained at camp to your assigned Buying Team. Buying Team will arrange for payment.
  - Notify Dispatch of demobilization date/time.

Questions:

Contact the Buying Team assigned to your incident or your local Acquisition Service Area.

## Exhibit 6

### **EMERGENCY EQUIPMENT RENTAL AGREEMENT – CONTRACTOR CHECKLIST**

Always keep available a copy of your EMERGENCY EQUIPMENT RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION, AND THIS CHECKLIST.

#### **When called to an Incident, questions to ask!**

1. What is my Resource Order Number or my Request Number? These numbers will be used to track your equipment to the incident, during the incident, and when it is released.
2. Who is calling? - Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

#### **Upon arrival at location of Incident.**

1. Have Resource Order Number and/or Request Number available.
2. At this time you must have your Emergency Equipment Rental Agreement or a copy available. You must have this document so your equipment can be used and paid according to the agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an Emergency Equipment Shift Ticket for all hours of work to receive payment. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done at this time and keep your copy. Don't lose this. If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

#### **During the Incident.**

1. Be sure an Emergency Equipment Shift Ticket is completed at the end of each operation period or as required by the agreement. A Government Officer and the Contractor or his authorized agent, must sign each shift ticket.
2. Be sure to keep your copies of each shift ticket. Do not loose these. Your payment is based upon the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them; again, don't lose. This is so you may verify charges that will be deducted from your payment.
4. Any repairs completed by an incident mechanic will be charged to you.
5. Shift tickets for operated equipment should reflect actual hours worked regardless if you are hired at a daily rate or hourly rate.

**Upon release from the Incident.**

1. Be sure to have a release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Ensure Emergency Equipment Shift Tickets are complete (A copy of all your time on the incident).
3. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT**, be sure it is correct when you leave the incident.





## INSTRUCTIONS

1. This form is to be completed by the mechanic providing the service, with the original being turned into the Procurement Section in finance and a copy to the Contractor. Any invoices for purchases supplies/parts are to be attached.
2. Incident name and number, self-explanatory.
3. Ownership: Check the appropriate box; if privately owned, include the owner's name.
4. Equipment: Provide a description of the equipment being repaired, such as: " blue 1985 Ford 3/4 Ton 4X4" or "Stihl 056 chainsaw."
  - (a.) Be sure to include the E-number for private equipment; otherwise, we may be working on every vehicle in the county. This number is also very useful in identifying the owner/contractor to determine financial responsibility.
  - (b.) Also include the vehicle license number (preferred) or other identification numbers.
5. Description of Work: This box is used to describe the service provided and should include a list of parts installed. For example, "drove to site of stalled tender, installed rebuilt alternator (provided by owner), new V-belt. Replaced battery and hold-down. Also replaced a bulging radiator hose and 2 gallons antifreeze."
  - (a.) Be sure to include any travel time required to obtain parts or getting to and from the work site.
  - (b.) Include the cost of all parts and supplies that are provided by the Government. DO NOT include cost for items supplied by the Contractor.
6. Mechanic Remarks: Check the appropriate cause, whether in your opinion the damage/breakdown was "normal wear" or damage related to conditions on the incident.

Provide a brief statement of the apparent cause, if any. For example, "Tender was regularly crossing kelly bumps, battery hold-down broke and battery landed upside-down on alternator. Apparently burned out the diodes. "Radiator hose was just old."
7. Obtain signature of the owner or operator and mechanic signs and dates as well.

**Exhibit 9**  
**Land Use Agreements – Checklist & General Guidance**  
**SCHOOLS, FAIRGROUNDS OR OTHER RELATED FACILITY**  
**CHECKLIST**

- Number of Classrooms
- Gym
- Cleaning/Janitorial/Custodial Services
- Use of Showers
- Government furnished supplies vs. Contractor furnished supplies.
- Phones
- Copiers
- Computers
- Kitchen
- Keys, Access
- Security
- Sleeping Areas
- Noxious Weeds
- Availability
- AC/Heater operational or available
- Sprinkler System
- Reduce / increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)
- Other prescheduled / concurrent uses of the facilities by owner
- Parking
- Athletic Fields

**DIPPING SITES/PONDS**  
**CHECKLIST**

- Impact – amount of drawdown, site disturbance, etc
- Fish
- Noxious Weeds
- Water (usage and/or replenishment)
- Water Rights (who owns the water)
- Fences
- Access
- Flight Path
- Livestock/Wildlife
- Loss of Foliage/Crop/Pasture
- Use of pumps or wells

**IC CAMP/HELIBASE**  
**CHECKLIST**

- Access – roads, gates
- Noxious Weeds
- Fences / cattle guards / gates
- Livestock
- Flight Path
- Irrigation/Sprinkler System
- Spillage/Hazmat
- Hours of Operation
- Property Impact
  
- Re-seeding / de-compaction requirements
- Abandonment of improvements
- Specific clean-up requirements (bark, mulch, sawdust, gravel, carpet, etc)

## **AIRPORTS** **CHECKLIST**

- Facilities Usage (except for federally funded runways, towers)
  - Check other FAA restrictions
- Landing Fee
- Fuel Fee (If Contractor provided)
- Security
- Flight Path
- Hazmat/Spillage
- Parking
- Availability
- Water/Electricity/Phones
- Portable Retardant Base
- Hours of Operation
- Access
- Check with Air Ops for further concerns

## **SITUATIONS *NOT* REQUIRING A LAND USE AGREEMENT**

- Federal Government land/facilities run by concessionaire
- Land/Facilities of other Federal agencies (would fall under Economy Act agreements)
- Land/Facilities of state and local governments (usually cooperative agreement)
- Non Wildland fire incidents, i.e. FEMA.
- Direct fire suppression activity (fire line construction, back-burn, access to fire)
- Federally funded runways and towers (county/state/local)

## **LAND/FACILITY RESTORATION CONSIDERATIONS** (Items for COs to consider – not all items apply to every agreement)

- Loss of crop/pasture – how many seasons
- Re-seeding / de-compaction requirements
- Noxious Weeds Abatement and Survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc)
- Re-sod of athletic fields
- Reconditioning floors (of gyms, carpet replacement, etc)
- Pumping of septic systems (feasible to use system, or rely solely on port-a-potties?)
- Mending fences damaged during incident

## **GENERAL PROCESS CLARIFICATIONS**

- The original Land Use Agreement should be retained in the incident agency documentation package and a copy sent with the invoice for payment.
- When utilizing an envelope for the records at the finance section, the Emergency Equipment Rental-Use Envelope should be used and not the Commercial Rental white envelope.

## **CONSIDERATIONS FOR DETERMINING RATE**

- BEFORE NEGOTIATING RATE:
  - Determine ownership of land / facilities
  - Confirm owner's agent if applicable
  - Resources available to confirm ownership
    - City or County Tax Assessor's Office
    - Courthouse
  
- Private Campgrounds – what are average receipts / revenues for similar time period
- Historical record of rates for use in local area – local rangers may be good source
- Facilities – if facility is abandoned from normal use, consider revenue lost for the activities
- Fairgrounds – were there any events cancelled or rescheduled to make them available?
- Cost of relocating and feeding of stock
- Are there vacant facilities held by other agencies that may be available?
- Consider a not to exceed rate commensurate with property value
  
- Sources of market research:
  - banks
  - real estate offices
  - local employees
  - local assessor offices
  - local agency lands offices
  - newspapers
  - feed store bulletin boards
  - documentation at local offices from previous incidents

## Exhibit 10

### **\* Insert Information Required for a Contract Claim**

File: 6320  
Code:  
Route:  
To:

Date: \* \_\_\_\_\_

Subject: Claims

To: \*

This guide is to assist you in your decision to file a claim for damages incurred while your equipment was being used on the \* \_\_\_\_\_ Incident. You should review the situation which led up to the damages as it might relate to Clause 9, Loss, Damage, or Destruction.

If the damage did not occur due to ordinary wear and tear, or negligence of the Contractor or Contractor's agent, you may decide to file a claim for the damage. The following is an outline to help you organize any claim filed so that it may be processed as quickly as possible.

1. A claim is a written demand for a sum certain, adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. See FAR Clause 52.233-1 Disputes
2. State your agreement number. In this case your number is: \* \_\_\_\_\_.
3. Describe the damage in detail.
4. Provide a detailed description of the events which led up to and caused the damage.
5. Provide name, address, and phone numbers of all witnesses and witness statements.
6. Give an estimate or the actual cost of repair for the damage.
7. State the reason(s) you feel the Government should make reimbursement for the damage.
8. Provide any other information you have that will support your claim or will assist us in determining liability for your claim.
9. Submit your claim to the following address:

\* \_\_\_\_\_  
Contracting Officer

**Exhibit 11**

**DETERMINATION & FINDINGS**

**CONTRACTOR:** \_\_\_\_\_ **AGREEMENT NO:** \_\_\_\_\_

The following equipment was used during the \_\_\_\_\_ Incident on the  
\_\_\_\_\_ Unit. Equipment make, model, and year) \_\_\_\_\_

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The equipment was hired by \_\_\_\_\_ on \_\_\_\_\_  
to perform the following duty(s): \_\_\_\_\_

The Contractor claims that damage occurred as follows (summarize the event that caused the damage):

Resulting in the following damage (describe the equipment damage):

The claim amount request is: \$ \_\_\_\_\_

---

**CONTRACTING OFFICER'S FINDING:**

(Continue on attachment if need)

Attachments: \_\_\_\_\_  
\_\_\_\_\_

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**DETERMINATION:**

1. In accordance with OF-294, General Provisions, Clause No., 9 Loss, Damage, or Destruction; and/or \_\_\_\_\_  
\_\_\_\_\_

2. I hereby determine that:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. A payment of \$\_\_\_\_\_ is offered as payment in full for the damage claimed.

\_\_\_\_\_  
Contracting Officer Signature

\_\_\_\_\_  
Date

---

**RELEASE:**

Contract release for and in consideration of receipt of payment in the amount shown in Item 3 of the Determination. Contractor hereby releases the Government from any and all claims arising under this agreement.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

## EXHIBIT 12

### BUYING TEAM TRANSITION/CLOSE OUT DOCUMENT

The purpose of this document is to guide the team leader in preparing a transition document, which will relay to the incoming team procedures and arrangements that are already in place.

<b>INCIDENT NAME: (Insert)</b> <b>INCIDENT NUMBER: (Insert)</b> <b>INCIDENT ACCOUNTING CODE AND OVERRIDE: (Insert)</b>  <b>National Buying Team: (Insert)</b>
---

#### **I. Buying Team Information:**

Team Duration Date(s): **August 1 – August 14, 2017**

Roster and Contact Information:

		BUYL			
		BUYM			
		BUYM			
		BUYM			
		BUYM(T)			
		BUYM(T)			
		BUYM			
	BUYT Fax Number				BUYT Email Address

**BUYING TEAM SUPPLY NUMBER BLOCK ASSIGNED: S-5000**

**LAST NUMBER USED BY OUTGOING TEAM: S-5007**



V. UTILITY SERVICES (TELEPHONE AND SATELLITE SERVICES)

*(Please list water and waste services, electricity, telephone, data lines, satellite phones, 'cellular on wheels', and related resources in this section)*

<b><i>Incident Name (If Complex fire):</i></b>					

VI. EMERGENCY EQUIPMENT RENTAL AGREEMENTS: See spread sheet tab 2

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XI. CLAIMS

*(List claims that the Buying Team has received – if any, and if the claim has been resolved. List none if not applicable)*

none

XII. COSTS

*(Please identify the name, position, and method of contact for relaying cost information.)*

<i>Incident Name (If Complex fire):</i>						
		COST			Daily	
		IBA			Daily	
		Expanded Dispatch			Daily	

ATTACHMENTS

- Letter of Delegation
- Phone List
- Operating Guidelines
- Supplemental Food Policy
- EERA / LUA Numbering Log
- Commercial Agreement Numbering Log
- Individual Team Member Transition Documents (with bilateral signatures)
- \_\_\_\_\_

PLEASE NOTE ANY ADDITIONAL INFORMATION BELOW:

## Exhibit 13

### Method of Order

Resource	Cataloged in ROSS	Method of Order (Equipment, Overhead, Supply)	Resource Order Issued	Procurement Tool	Notes
Ambulance	Equipment; Medical; Ambulance, Type 1-4	E#	Per vehicle	EERA	
ALS Advanced Life Support Kit with Paramedic & EMT	Equipment; Medical; Medical Support Unit	E#	Per kit	EERA	In special needs put ALS Advanced Life Support Kit with Paramedic and EMT
BLS Basic Life Support Kit with EMT	Equipment; Medical; Medical Support Unit	E#	Per kit	EERA	In special needs put BLS Basic Life Support Kit with EMT
Computer Rental	Supply; Service, Office Support Service - Computer Rental	S#	Per unit	EERA or Commercial Agreement	Review anticipated rental duration, if less than 1 month the preference would be commercial rental
Dumpster	Supply; Service, Sanitation Service, Garbage/container Removal	S#	Each unit with consideration to location placement	Commercial is preference, EERA if the vendor does not accept credit card	If an EERA is written, separate S# are needed for each unit
Fuel	Supply; Service, Fuel Delivery Service - Fuel Delivery, Diesel/Gas or other or propane	S#	Per order	Commercial Agreement	This is for fuel service at an established gas station
Gatorade	Supply; Service, Meals, Food, Lodging Service, Groceries/sundries (See documentation)	S#	Per order	Commercial Agreement	Note any order limitations such as size of bottles
Generator	Equipment; Miscellaneous; Lighting System; other, trailer mounted or truck mounted	E#	Per unit	EERA or Commercial	

<b>Resource</b>	<b>Cataloged in ROSS</b>	<b>Method of Order (Equipment, Overhead, Supply)</b>	<b>Resource Order Issued</b>	<b>Procurement Tool</b>	<b>Notes</b>
<b>Resource</b>	<b>Cataloged in ROSS</b>	<b>Method of Order (Equipment, Overhead, Supply)</b>	<b>Resource Order Issued</b>	<b>Procurement Tool</b>	<b>Notes</b>
Internet Service	Supply; Service, Communications Service - Data Lines (NON-NFES)	S#	Per location	EERA or Commercial Agreement	Separate Resource Order # if at separate location
Light Tower	Equipment; Medical; Ambulance, Type 1-4	E#	Per unit	EERA or Commercial	Consider the payment duration and what impacts there are for the vendor
Lodging	Supply; Service, Meals, Food, Lodging Service - Lodging	S#	Per order	Commercial Agreement	
Meals @ restaurant	Supply; Service, Meals, Food, Lodging Service - Meals	S#	Per order	Commercial Agreement	
Recycling	Supply; Service, Sanitation Service - Recycling	S#		EERA or Commercial Agreement	
Water	Supply; Service, Meals, Food, Lodging Service, Groceries/sundries (See documentation)	S#	Per order	Commercial Agreement	Note any order limitations such as size of bottles



**Exhibit 15**  
**Meal Authorization**

Date: \_\_\_\_\_  
Incident Name: \_\_\_\_\_ Incident Number: \_\_\_\_\_  
P-Code: \_\_\_\_\_ S #: \_\_\_\_\_  
Restaurant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
POC: \_\_\_\_\_

---

Price: *Not to exceed listed prices below*

Price	Quantity
Breakfast: _____	_____
Lunch: _____	_____
Dinner: _____	_____
Sack Lunch: _____	_____

Meals(s) cannot include alcoholic beverages. Any costs exceeding the maximum allocated amount must be paid to the vendor directly by the individual. Gratuity for meals served on the premises, not to exceed 15% may be added to the invoice.

Payment Terms/Process:

---

Government Purchase Card Holder  
Authorizing Signature: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Remarks:  
\_\_\_\_\_ is authorized to sign for \_\_\_\_\_ meal(s), as broken out in the quantity above, for fire personnel.

Crew Name: \_\_\_\_\_ Crew Number: \_\_\_\_\_

Attach Manifest

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Employee Receiving Signature: \_\_\_\_\_

Individual Signature Page, see attached

